215 - Office of Capital Writs

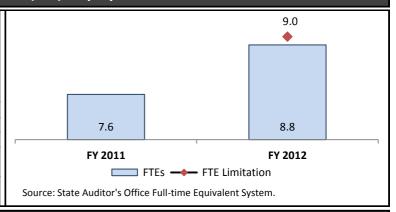
Workforce Summary Document prepared by the State Auditor's Office.

Based on information **self-reported** by the agency, the following items are worth noting.

Full-Time Equivalent (FTE) Employees

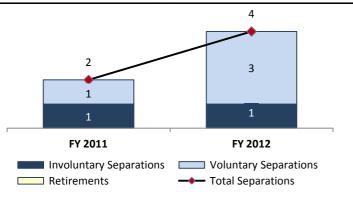
This agency was established on September 1, 2010; therefore, it does not have five years of trend data available. Compared to fiscal year 2011, the agency saw an increase of 1.2 (15.8 percent) in the total number of FTEs.

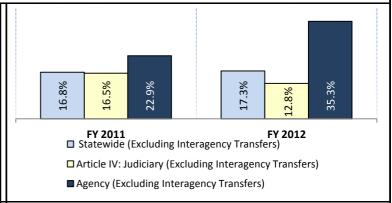
FTEs Below/Above FTE Limitation							
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012		
FTE Limitation				N/A	9.0		
Number Below or	N/A	N/A	N/A		-0.2		
Above Limitation					-0.2		
Percent Above or					-2.2%		
Below Limitation							



Employee Turnover^a

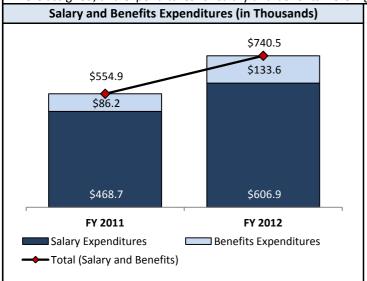
Excluding interagency transfers, the turnover rate within the agency (35.3 percent) was higher than the statewide turnover rate (17.3 percent) and higher than the turnover rate of Article IV agencies (12.8 percent) during fiscal year 2012. The fiscal year 2012 agency turnover rate including employees who transferred to another state agency or higher education institution was 47.1 percent.





Compensation Information^a

The average agency salary in fiscal year 2012 of \$57,624 represented a decrease of 11.4 percent compared to the average agency salary in fiscal year 2011. In fiscal year 2012, 60.6 percent of employees were paid below the salary range midpoints in which they were assigned; and expenditures for salary and benefits were higher compared to fiscal year 2011.



Average Salary Trends									
	FY 2008	F	Y 2009	F	Y 2010	FY 2011		FY 2012	
Executive Director	N/A		N/A		N/A	\$	130,000	\$	130,000
Agency Average	N/A		N/A		N/A	\$	65,031	\$	57,624
Article Average	\$ 58,192	\$	59,581	\$	60,969	\$	61,925	\$	61,788
Statewide Average	\$ 37,350	\$	38,461	\$	39,265	\$	39,804	\$	40,160

Note: With the exception of the executive director, average salary is for classified regular, full-time employees only.

Number of and Total Dollars Spent on Salary Actions								
	Fiscal Year 2011			Fiscal Year 2012				
	Actions	Dollars Spent		Actions	Dollars Spent			
Promotions	0	\$	0	1	\$	2,667		
Merits	0	\$	0	3	\$	2,333		
One-Time Merits	6	\$	22,000	2	\$	7,500		
Equity Adjustments	0	\$	0	0	\$	0		
Reclassifications	1	\$	0	1	\$	0		
Totals	7	\$	22,000	7	\$	12,500		

^a Turnover, salary trends, and salary action information was prepared from quarterly and year-end summary information received from the Comptroller of Public Accounts' Uniform Statewide Payroll/Personnel System (USPS), the Human Resource Information System (HRIS), and the Standardized Payroll/Personnel Reporting System (SPRS). Unless otherwise indicated, these data are reported for classified regular, full-time and part-time employees. Salary and benefit information was taken from the Uniform Statewide Accounting System of Texas.

Job Classifications^b



Agency Job Classifications

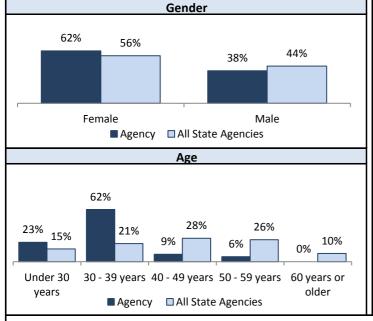
In fiscal year 2012, the majority (61.8 percent) of employees were classified in the following job titles: Attorney (35.3 percent) and Investigator (26.5 percent).

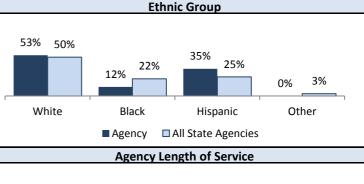
Classification Compliance Audits

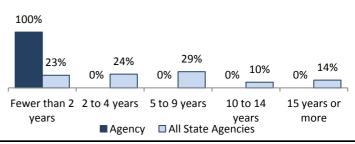
During the past two years, the agency did not participate in any classification compliance audits.

Fiscal Year 2012 Workforce Demographics^b

On average, employees at the agency were 35.4 years of age and had 1.1 years of agency length of service. Of the agency's employees, 14.7 percent were 40 years of age or older, and 100.0 percent had fewer than 5 years of agency length of service.





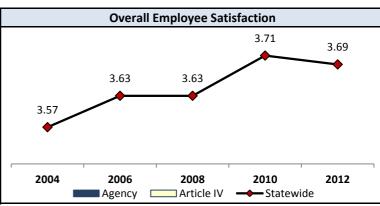


^b Job classification and demographic information was prepared from quarterly and year-end summary information received from the Comptroller of Public Accounts' Uniform Statewide Payroll/Personnel System (USPS), the Human Resource Information System (HRIS), and the Standardized Payroll/Personnel Reporting System (SPRS). Data includes classified regular, full-time and part-time employees. Demographic data may appear skewed for agencies with fewer than 50 employees.

Survey of Employee Engagement^c

The Survey of Employee Engagement, administered by The University of Texas at Austin, is an instrument that measures employees' job satisfaction and employees' perceptions of the effectiveness of the agency. Scores range from 1 to 5, with 5 being the highest. Article IV agencies did not participate in the survey.





^c Information on the Survey of Employee Engagement was received from the Organizational Excellence Group at The University of Texas at Austin.

Source: State Auditor's Office 215 - Office of Capital Writs February 2013

^d Percentage is based on the number of employees who answered the question